



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 9, 2013

Linda Oakley
3777 29th Avenue
Marion, Iowa 52302

Dear Linda,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the (text field) compliance check of your Level (Text field), Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed your backyard play area does not have a soft landing surface under the play equipment with a fall of more than 18 inches.

How to correct: You signed a Corrective Action/Safety Plan agreeing not to use the outdoor play area until it has an approved soft landing under it. You may use the deck for outdoor play as long as it has a gate to prevent children from having access to the play equipment in the backyard.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: I observed your backyard play area does not have a soft landing surface under the play equipment with a fall of more than 18 inches.

How to correct: You signed a Corrective Action/Safety Plan agreeing not to use the outdoor play area until it has an approved soft landing under it. You may use the deck for outdoor play as long as it has a gate to prevent children from having access to the play equipment in the backyard.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You had record you did the fire drills monthly but not that you did monthly tornado drills.

How to correct: Practice tornado drills monthly and record the dates on the sheet I left

with you.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have a record of testing the smoke detector batteries monthly.

How to correct: Test the smoke detector batteries monthly and record the date on the form I left with you.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find an updated physical in your file for you or Andrew. I did not find an immunization record for Andrew and your record of having been immunized for MMR and polio.

How to correct: Please attempt to locate immunizations. Document what you have done to attempt to locate those. Your parents, baby books, schools: elementary, middle, high school and colleges, county or state public health, current physician, are the best places to find them. Discuss with your doctor what they believe you should do to meet that law, (ie: take a titer test- these are very expensive and it might be easier to get the immunizations again, be re- immunized, have Doctor complete a medical waiver). The immunizations that are required that you need documentation for are measles, mumps, rubella and polio.

Get copies of this information and have it available to show me at the follow up visit set for November 8, 2013.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You had the certificates for these classes and showed me, the date you attended but the certificate does not have the date of expiration on it.

How to correct: You shared you a have already asked for a new certificate with the date of completion on it. Have this available to show mw when I do the follow up visit on November 8, 2013.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: I observed your backyard play area does not have a soft landing surface under the play equipment with a fall of more than 18 inches.

How to correct: You signed a Corrective Action/Safety Plan agreeing not to use the outdoor play area until it has an approved soft landing under it. You may use the deck for outdoor play as long as it has a gate to prevent children from having access to the

play equipment in the backyard.

☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday, ect. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or resign the emergency medical and intake information.

Files for N, C, Ka and Ko had information signed from 2011 and need to be updated.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for A and K.

How to correct: Have the parents complete the Emergency Medical Authorization form and sign it.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I was not able to determine if you had the initial physical in all the children's files.

How to correct: Whenever a child begins in your care make sure you get a copy of a physical dated within the past 12 months for their file. Keep this initial physical in the file.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the file for K. The physicals in the files for N, J, C, Ka and Ko are more than a year old.

How to correct: Get a copy of a physical dated within the last 12 months and place it in these children's files.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

☐ 110.5(9)c Gives consistent, dependable care.

Reason determined out of compliance: You stated there was a time in May of 2012 that you fell asleep for 10 minutes in the bedroom with a child you had put down for a nap while two other day care children were playing in the basement. You were not able to provide careful supervision of these children when you were sleeping.

How to correct: You stated this was a one-time incident and has not happened since then. You have signed a Corrective Action Safety Plan agreeing to remain awake at all

times children are in your care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on November 8, 2013 at 2:00 p.m.

Please do not hesitate to contact me at DHS at if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).